

ALL EMPLOYEES
United States Department of the Interior
Bureau of Land Management
Colorado State Office
2850 Youngfield Street
Lakewood, Colorado 80215-7093

In Response Reply To:
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To: All Employees
From: Associate State Director
Subject: Threat Level Orange Security Level

**THREAT LEVEL ORANGE SECURITY LEVEL
FOR COLORADO**

In response to inquiries from the field regarding the below attached **Enhanced Security Measures**, the following guidelines are being issued in addition to the Threat Level Orange Security measures.

All employees, regardless of size and location of office, are to wear their Government/Agency issued ID at all times. This is required in all five Threat Level Security Measures and is a required action to be taken by the BLM.

The daily Tour of Duty for all employees is between the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday. Only employees with specific assignments that are mission critical priorities which cannot be completed within the 6:00 a.m. to 6:00 p.m. time period or without working Saturday or Sunday are exempt from this requirement. Law Enforcement and Fire personnel are also exempt. All other employees must have Supervisor approval to work outside the Tour of Duty - 6:00 a.m. to 6:00 p.m. time period, or on Saturday or Sunday. For those employees that are approved to work either Saturday or Sunday, it may be necessary to authorize the domicile of a Government vehicle if deemed appropriate to complete their mission.

No employees, with the exception of those mentioned, are to be in the office outside of the Tour of Duty schedule, or the hours of 6:00 p.m. to 6:00 a.m., or on Saturday or Sunday.

Any office wanting to implement an alternative to the security measures must send a request to the State Director and/or the Associate State Director with a written alternative and justification. The alternative must maintain security and the justification must include the estimated cost to implement the alternative. No exceptions or waivers to the below listed security measures will be allowed.

Signed by
Linda Anania
Acting Associate
State Director

Authenticated by
Don Snow
EMS Operator

**Enhanced Security Measures
(BLM Response to the Increase to Threat Level Orange)**

In response to an announcement in which the Homeland Security Threat Level is elevated to Orange, the Department may determine that less than full level Orange security procedures can be allowed, if the following measures are implemented.

1. Limit access points to your Office to the absolute minimum of one point of ingress and egress.
2. Increase patrol of critical assets, which have been identified by all Field Office's.
3. That you or assigned BLM Rangers have made contact with local law enforcement agencies, and have requested increased patrols near your building(s) and/or facilities.
4. Continue utilizing visitor sign-in/sign-out procedures including visitor badges.
5. Insure that all employees are wearing their identification badges (this is required under all threat levels).
6. Maintain ware yard security (i.e. gates, fences etc.) Gates are not to be left open during business hours (this is required under all threat levels).
7. Discontinue after hour public use/meetings within the facility. Insure that a BLM representative is present throughout the duration of all public meetings being held during regular business hours.
8. Insure that cleaning services are being conducted during normal business hours. If this cannot be done as a result of contractual obligations, a BLM representative must be on hand during cleaning operations, to ensure continued security of the building.
9. Service First offices should meet the highest level of security implementation (whether that is BLM or Forest Service).
10. Review your office's emergency evacuation procedures, and make sure that your employee's emergency contact files are updated.
11. Be prepared to implement your office Continuity of Operations Plan.
12. Monitor your office's daily check-in/check-out procedures to insure that all field going employees are accounted for at the end of shift.
13. Encourage employees to be cognizant of their surroundings, and to contact supervisors, managers or law enforcement personnel with any concerns.

Note: Both FEMA and the American Red Cross have published emergency guidelines on their websites. This information might be helpful to employees who are interested/concerned about conducting preparations outside of the workplace. The information can be accessed at:

www.FEMA.gov

www.redcross.org